



# City of Framingham, MA

April 1, 2026

## Position Vacancy

RFP #26-049-01

**Position:** Working Supervisor  
**Department:** Parks, Recreation and Culture: Park Maintenance  
**Salary Range:** W-12 \$27.83 – \$33.76 per hour  
**Schedule:** Monday-Friday 7:00 a.m. – 3:15 p.m.

The Framingham Parks Maintenance Department is responsible for maintaining over 500 acres of Parks Department properties and 14 buildings, including 16 tennis courts, 8 outdoor basketball courts, 25 playgrounds, a skate park, an outdoor dog park, over 50 sports fields, 3 beaches, a bocce court and indoor skating arena. Some of these properties include: City Hall, Bowditch Field Athletic and Cultural Complex, Butterworth Park, Cushing Memorial Park, Farm Pond Park, Loring Arena, Mary Dennison Park and Victory Field.

For more information, please see our [website](#).

- This position is covered by the Collective Bargaining Agreement between the City of Framingham and LIUNA, Local 1156 Parks, Recreation and Culture Union.
- Position will remain open until filled.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

### **Position Purpose:**

Supports and manages the Park and Recreation maintenance program daily. This position is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control and performing all other related work as required.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Supervises and leads crews, including volunteer groups, to accomplish daily assignments assigned by Construction Supervisors or the Superintendent.
2. Responsible for completing assigned work using available staff, methods, materials, and equipment.
3. The employee monitors and evaluates sites for needed maintenance and improvements. While working at properties and facilities under the care and control of the Department, documents and communicates to the Superintendent and other supervisors any area of deficiency or any safety issues as they become apparent.
4. Completes work in an effective, safe, and efficient manner. Makes recommendations on the same.
5. Ability to operate various vehicles, trucks, and equipment.
6. Keeps assigned equipment in good working order. Reports and documents any deficiencies to supervisors.
7. Leads maintenance and upkeep efforts for associated areas, including inspection of current conditions.

8. Conducts safety checks and maintenance checks at all locations.
9. Ensures adherence to work day shift schedules.
10. Able to work various assigned shifts, including nights, weekends, and holidays, as well as unscheduled emergency work and scheduled overtime.
11. Work is regularly performed in prevailing weather conditions, including unscheduled emergency work.
12. Must be able to work scheduled and unscheduled overtime.
13. Performs all other work as assigned by departmental supervisors.

**Qualifications:**

- Must have a high school or vocational school diploma or a General Equivalency Diploma (GED)
- At least three years of experience in a wide variety of park maintenance-type work
- Must possess a Massachusetts' Class B CDL license and a good driving record
- OSHA 10 certification preferred
- Possess a Massachusetts Department of Public Safety Hoisting Engineers License 2B or better
- Must be able to pass MA CORI/SORI background checks
- Must have basic working knowledge of park-type maintenance, carpentry, construction work, landscaping, and preventive maintenance
- Satisfactory results of a pre-employment physical and substance screening
- Preference will be given to candidates familiar with municipal park maintenance protocols, operations, and equipment
- Must be courteous, tactful, and diplomatic
- Must possess the ability to:
  - Comply with City and Department policies and procedures
  - Establish and maintain effective working relationships with supervisors, co-workers and the general public
  - Communicate effectively
  - Work under department supervision as part of a team
  - Work independently to carry out assigned work
  - Work under varying weather conditions

The City of Framingham will consider an equivalent combination of education and experience.

**Special Requirements:**

- Subject to random drug testing in accordance with City of Framingham policies and DOT requirements.

**Supervision Received:**

Works under the supervision of the Parks Maintenance Superintendent and Construction Supervisors as part of the overall Park Maintenance service delivery team. Working Supervisors are required to perform a variety of supervisory responsibilities in addition to skilled and manual labor. Working Supervisors are expected to effectively communicate with the Superintendent and Construction Supervisors daily concerning the status of their assignments.

**Supervisory Responsibilities**

Individually and as part of a team, the employee must regularly supervise departmental employees of a lower pay grade and classification. Working Supervisors lead by example and are expected to exercise sound judgment and initiative in completing objectives and assignments. This position is responsible for all maintenance programs that the Department is responsible for as they relate to city-wide facilities under the responsibility of the Parks Department.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:**

The employee is subject to rigorous physical demands in order to accomplish job responsibilities. Work in this position requires frequent lifting, pushing, pulling, moving, or carrying up to 30 lbs. and occasionally up to 100 lbs. Employees must be able to regularly alternate between sitting, stooping, walking, kneeling, standing, pushing, and pulling in order to effectively carry out daily assignments.

**Motor skills:**

The position requires the employee to have appropriate motor skills to carry out essential duties and other job-related responsibilities, including operating vehicles, motorized equipment, power tools, hand tools, computers, etc.

**Visual Demands:**

Employees must be able to read written instructions and operations manuals, in addition to possessing clear near and distance vision, in order to ensure the appropriate safety of surrounding employees and the general public while safely operating vehicles and equipment in varied surroundings.

**Work Environment:**

- Work is performed under typical landscaping conditions; the work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, fax machine, and other standard office equipment.
- Interacts with other City Departments, businesses, the general public, and City officials.
- Employees must be appropriately attired, present an appropriate image, and be accessible to the general public while carrying out daily work responsibilities.
- Employee performs primary and other job-related duties during widely varied shifts, primarily outdoors and subject to prevailing weather conditions.
- Employees may be exposed to vehicle and equipment-related noise or a combination of unpleasant elements such as odors, loud noises, biohazards, traffic, electricity, toxins or fumes, dust, smoke, heat, cold, oil, dirt, or grease.
- Errors in judgment could result in hardship to the City's citizens, lower community service standards, monetary loss or legal repercussions, and possible negative public relations for the Department and the City.

**Occupational Risk:**

Risk exposure is similar to that in a park maintenance setting.

**Confidentiality:**

The employee does not have access to confidential information obtained during the performance of regular position responsibilities in accordance with the State Public Records Law. The Working Supervisor will be expected to maintain confidentiality as it relates to employees under their supervision.

**Accountability:**

Consequences of errors, missed deadlines, or poor judgment may include adverse public relations, monetary loss, missed deadlines, labor/materials costs, and jeopardized department programs.

**Judgment:**

Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions and determine actions to be taken within the limits of standard or accepted practices. Guidelines include many policies, practices, and precedents, which may sometimes be conflicting. Independent judgment is used to analyze specific situations to determine appropriate actions.

**Complexity:**

Work consists of the practical application of various concepts, practices, and specialized techniques relating to performing maintenance techniques. Assignments typically involve evaluating and interpreting factors, conditions,

or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Public Contact:**

Employees interact with co-workers, the public, and external contacts such as vendors doing business with the Department to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to attempt to resolve complaints or to deal with uncooperative persons.



(This job description does not constitute an employment agreement between the employer and Employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)